

Tamil Nadu e-District
User Manual
on
DHT-209 Application for Life Insurance Schemes for
Handloom Weavers and Ancillary Workers – Claim
(Disability)

Prepared by



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E-DISTRICT TAMIL NADU USER MANUAL

(Government of Tamil Nadu)

1 Project Overview

Districts are the de facto front-end of government where most Government-to-Consumer or G2C interaction takes place.

The e-District project was conceptualized to improve this experience by creating an automated workflow system for the district administration and help in providing the citizen efficient department services through Common Service Centers (CSCs), the primary front end channels envisaged under the National e-Governance Plan by Department of Information Technology (DIT), Ministry of Communication and Information Technology (MCIT), Government of India.

2 General Information

2.1 Tools Required


You will be provided with the following basic infrastructure:




- Computer (CPU, Monitor, Keyboard & Mouse)
- Network Connection (as per requirement)
- Peripherals (as per requirement)
- Browser (Google chrome, Version 50)
- Uninterrupted Power Supply (UPS)

2.2 Starting your Computer

Steps

1. Ensure all cables are connected between the computer, network connection, peripherals & UPS
2. Plug the UPS to the electrical socket
3. Switch 'ON' the electrical socket
4. Switch 'ON' the UPS

5. Press the  (power button) on the computer
6. Allow the system to boot up

	<ol style="list-style-type: none"> 1. Switch 'ON' the UPS only after you have switched 'ON' the power socket 2. Switch 'ON' the computer only after you have switched 'ON' the UPS 3. Switch 'OFF' the power socket in there is an electrical spark in the socket
	<ol style="list-style-type: none"> 4. Do not start the computer in case the UPS is not fully charged 5. Do not start the computer in case any of the wires are in contact with water sources / moisture
	<ol style="list-style-type: none"> 6. In case you are not sure whether the computer is connected in the right way – please contact the system engineer

3 Purpose

The purpose of this User Manual is to help user in running e-Sevai application. The manual consist of Steps used for registering service request and processing of application request at different levels using e- Sevai Application.

4 Scope

The scope of this document is to provide Support and Guidance to End Users to access the e-Sevai application.

5 Official Login

Workflow

Service	Input Form	First Level	Second Level	Third Level	Fourth Level
Life insurance benefits for weavers and ancillary workers (Disability Claim)	Weaver / Applicant	Circle Deputy Director/Assistant Director	MD of the Society	Circle Deputy Director/Assistant Director	Directorate of Handlooms and Textiles (Finalising the application))

5.1 DD/DA Login (Level 1)



Note – The below section will show the approve/forward application scenario. In case of Rejection at any stage, the application will become invalid and the concerned applicant will be notified of the same via sms/email.

User starts with the given Steps after opening the Chrome Browser.

STEP 1: Go to the **e-District** (Government of Tamil Nadu) Web Portal. Below shown page will open.

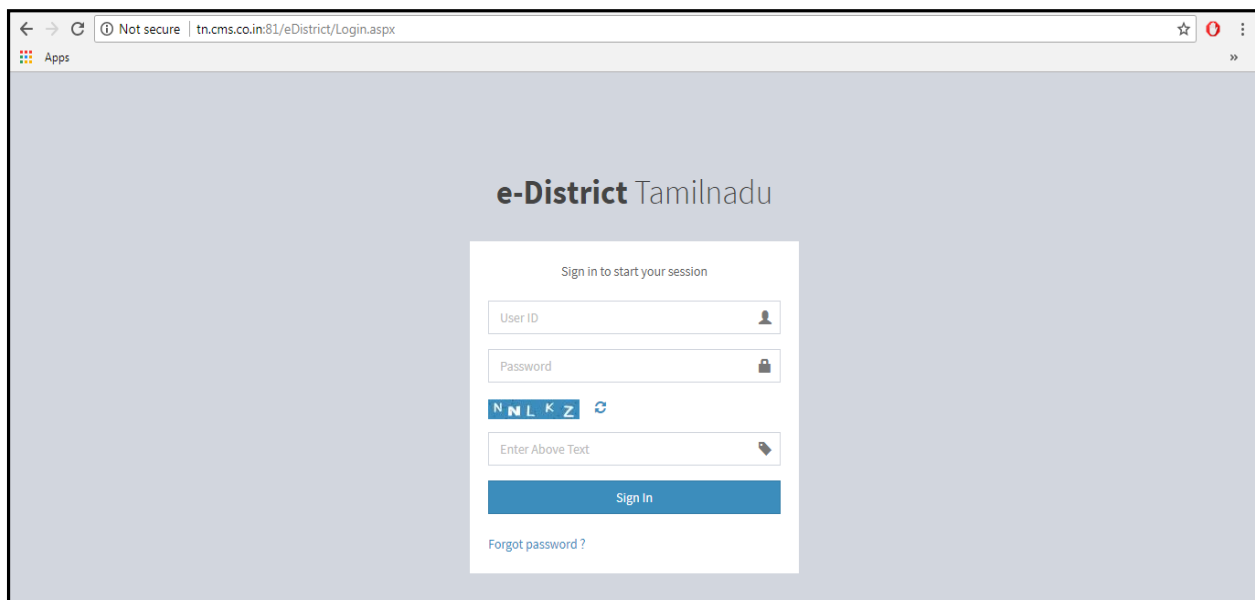


Image 1

STEP 2: Enter the **Login credentials** and **Captcha** code

STEP 3: Click on **Sign In**.

User will be redirected to the e-District Dashboard as shown below.

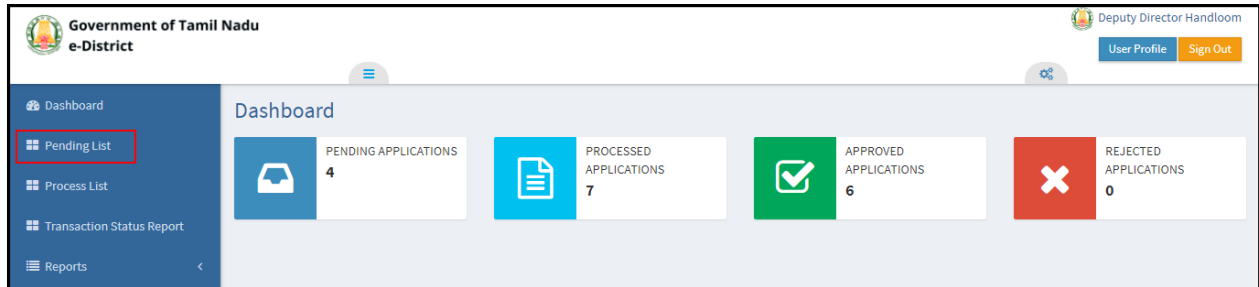


Image 2

STEP 4: Click on **Pending List** on the left panel as shown in the image above.

Below screen will be displayed

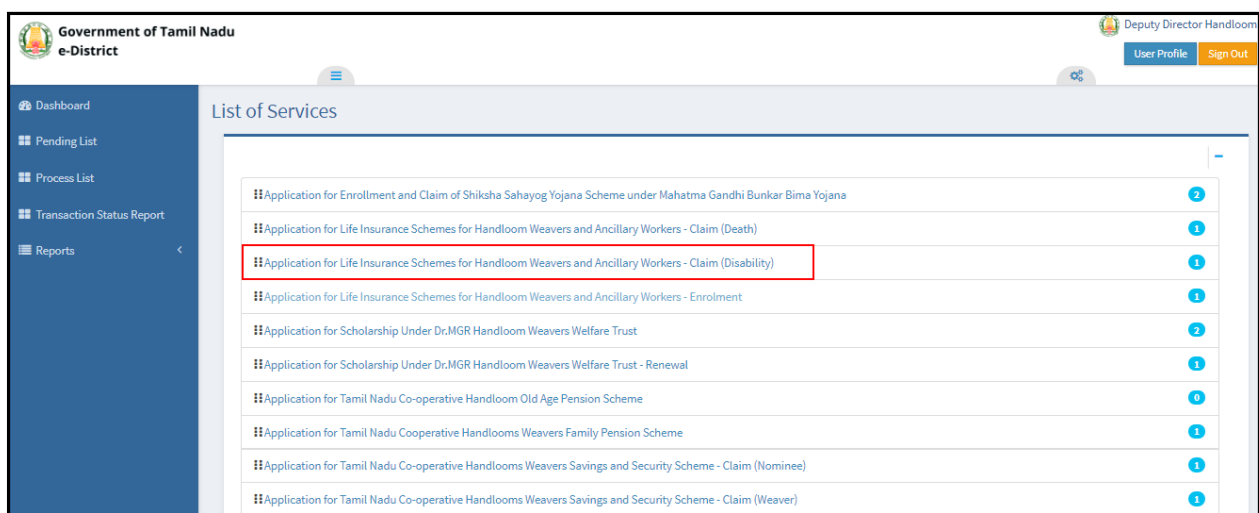


Image 3

STEP 5: Click on the application to be processed. In this case, click on “**Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers – (Disability Claim)**” link.

Below screen will be displayed.

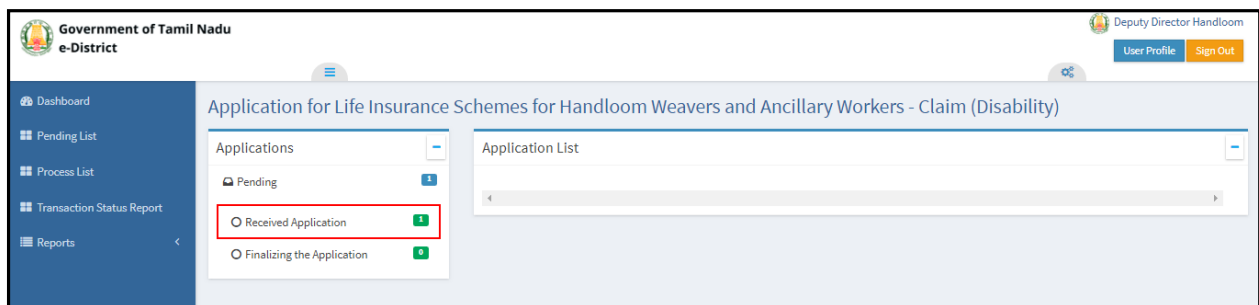


Image 4

STEP 6: Click on **Received Application**.

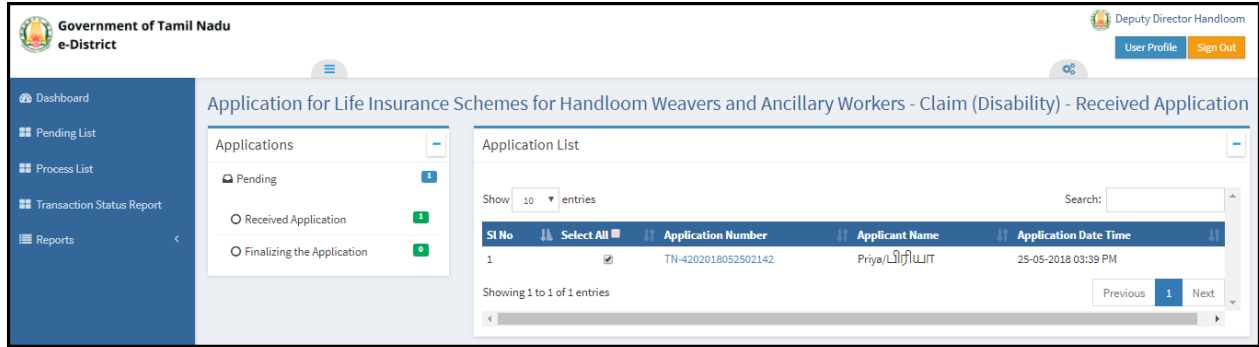


Image 5

STEP 7: Select the application to be processed and click on the **Application Number** as shown in the image above.

e-form will be displayed.

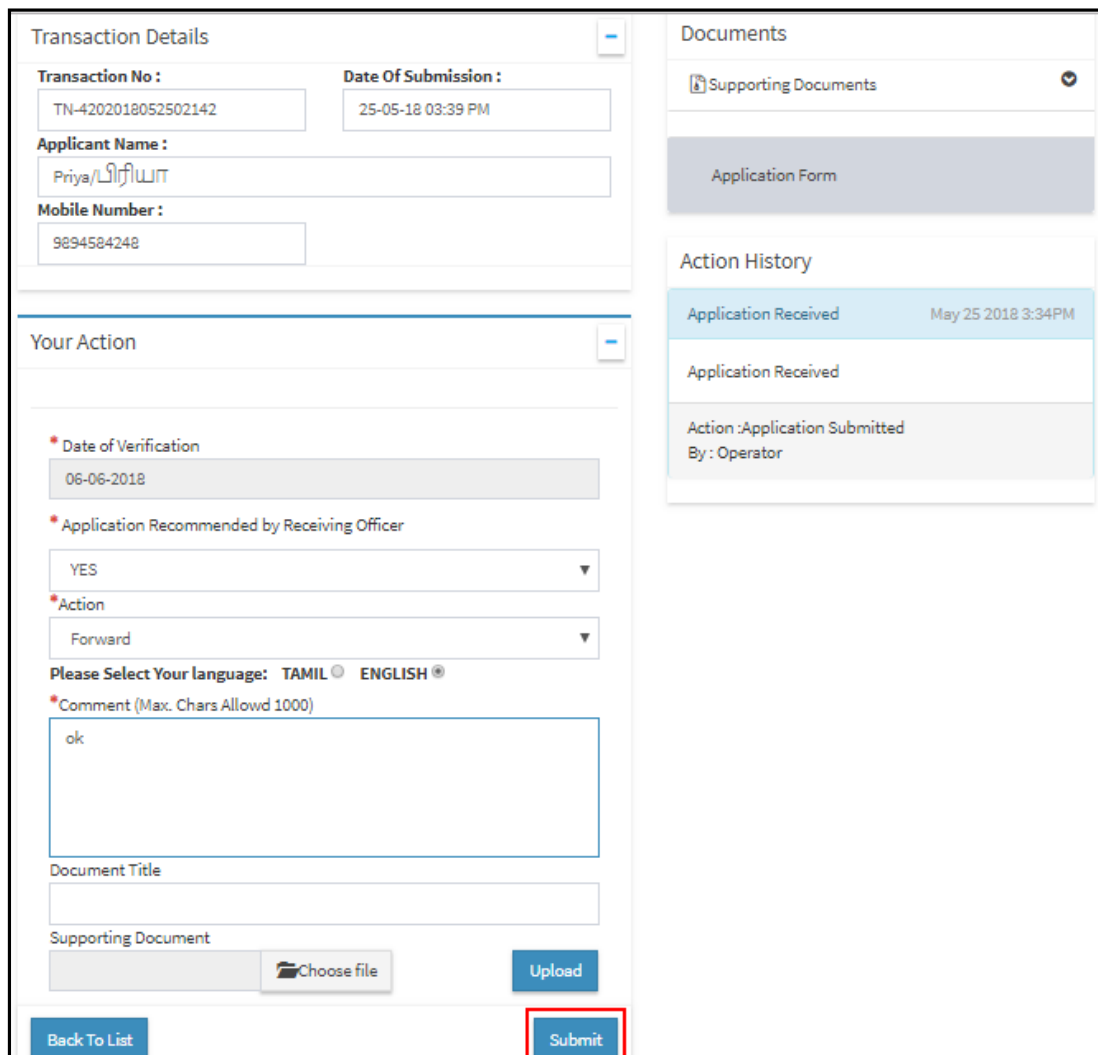


Image 6

STEP 8: Fill all the mandatory fields; Upload supporting documents if any; Choose the Action **Forward** and click **Submit**.

On successful submission below page will be displayed.

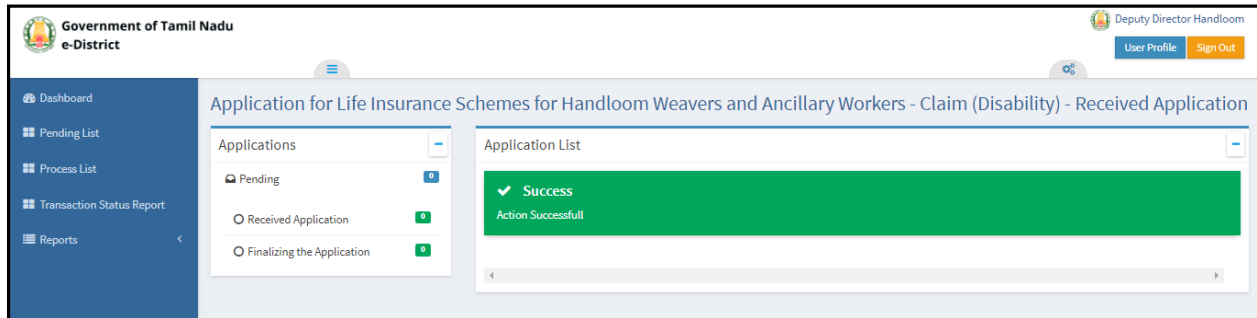


Image 7

5.2 Managing Director Login (Level 2)

STEP 1 - STEP 3 are same for all the official logins.

User will be redirected to the e-District Dashboard as shown below.

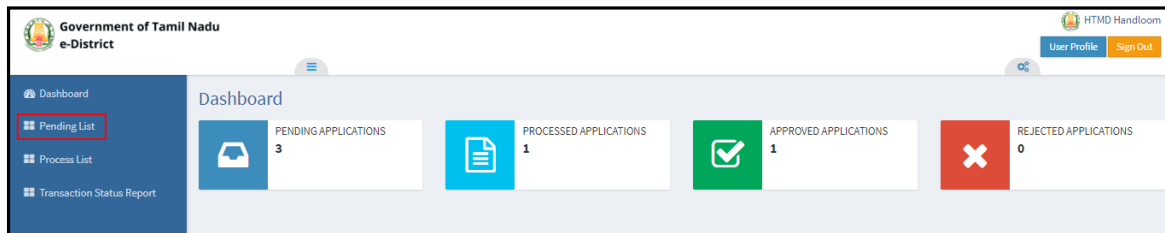


Image 8

STEP 4: Click on **Pending List** on the left panel as shown in the image above.

Below screen will be displayed

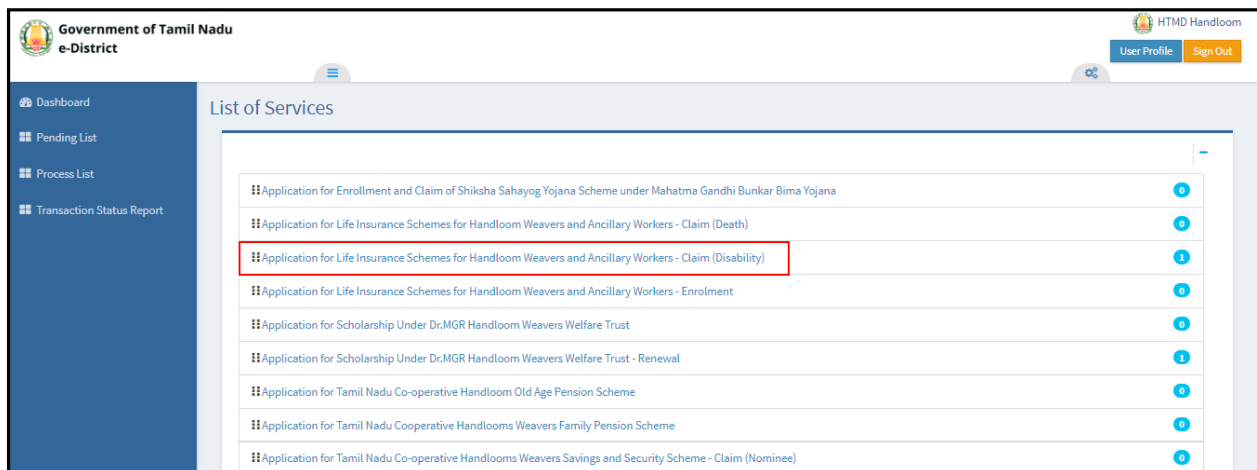


Image 9

STEP 5: Click on the application to be processed. In this case, click on “**Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers – (Disability Claim)**” link.

Below screen will be displayed.

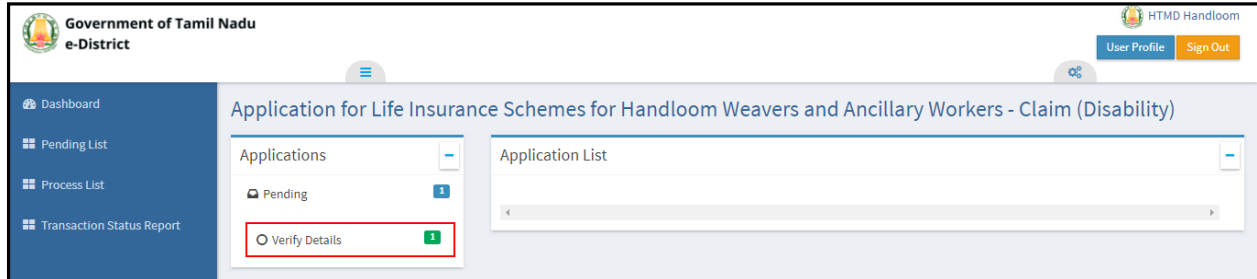


Image 10

STEP 6: Click on **Verify Details**.

Below screen will be displayed

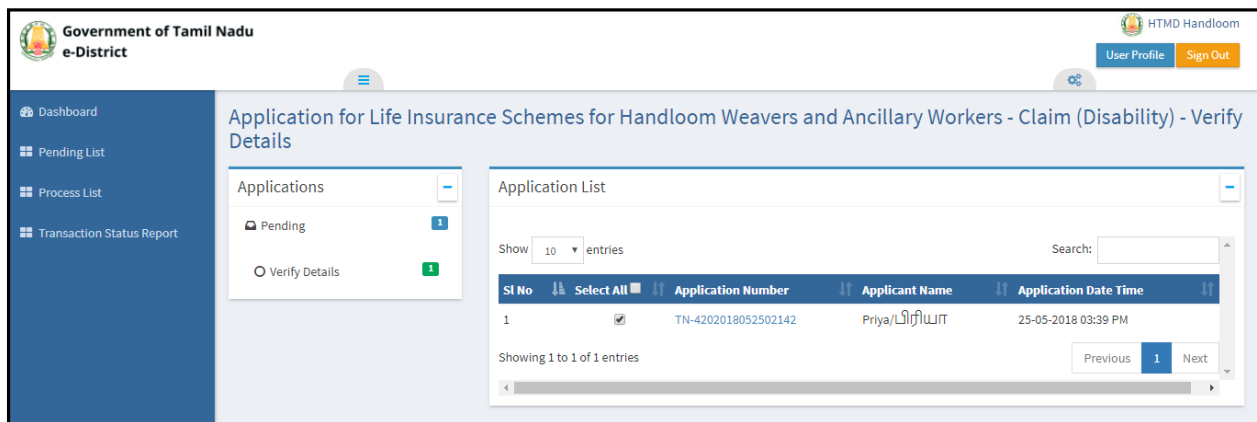


Image 11

STEP 7: Select the application to be processed and click on the **Application Number** as shown in the image above.

e-form will be displayed.

Transaction Details

Information
File Uploaded Successfully

Transaction No : TN-4202018052502142
Date Of Submission : 25-05-18 03:39 PM

Applicant Name : Priya/பிரியா
Mobile Number : 9894584248

Your Action

Uploaded Files

- Resolution Proceedings Delete
- Active member in the society Proof Delete

Documents

Supporting Documents

Application Form

Action History

Received Application Jun 19 2018 5:09PM

ok
Date of Verification : 06-06-2018
Application Recommended by Receiving Officer : YES

Action :Forward
By : Deputy Director Handloom(Deputy Director Assistant Director)

Application Received May 25 2018 3:34PM

Application Received

Action :Application Submitted
By : Operator

***Action**
Forward

Please Select Your language: TAMIL ENGLISH


***Comment (Max. Chars Allowed 1000)**
ok

***Select Supporting Document**
Select Any

Document Title

Supporting Document

Image 12

 **Note** – The official cannot move forward in the process if the **supporting documents** are not uploaded as shown in the image above. An error message will be displayed which will prevent the official from submitting the application.

STEP 8: Fill all the mandatory fields; Upload supporting documents; Choose the Action **Forward** and click **Submit**.

If the official chooses to “**Return**” the form, it will go back to the operator level.

On successful submission below page will be displayed.

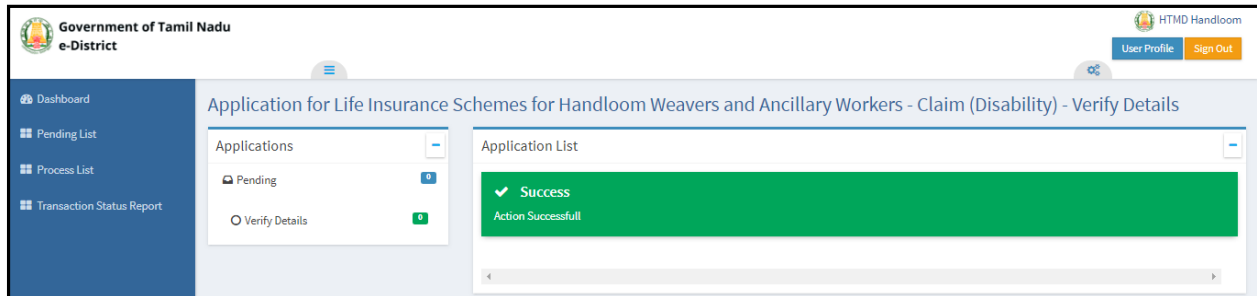


Image 13

5.3 DD/DA Login (Level 3)

STEP 1 - STEP 3 are same for all the official logins.

User will be redirected to the e-District Dashboard as shown below.

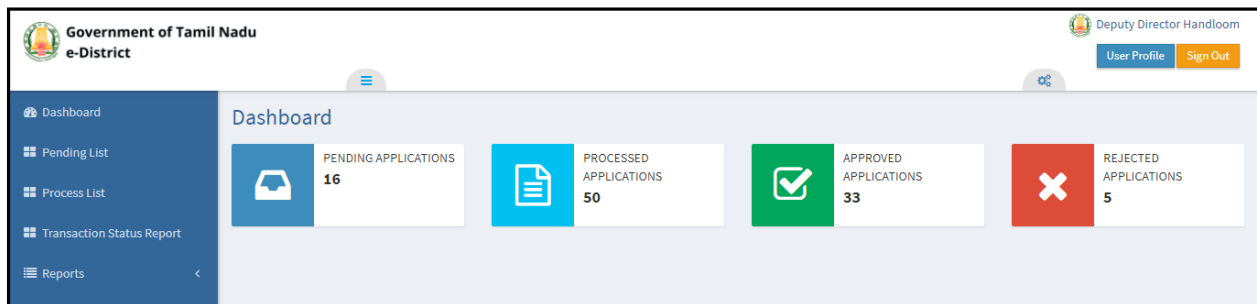


Image 14

STEP 4: Click on **Pending List** on the left panel as shown in the image above.

Below screen will be displayed

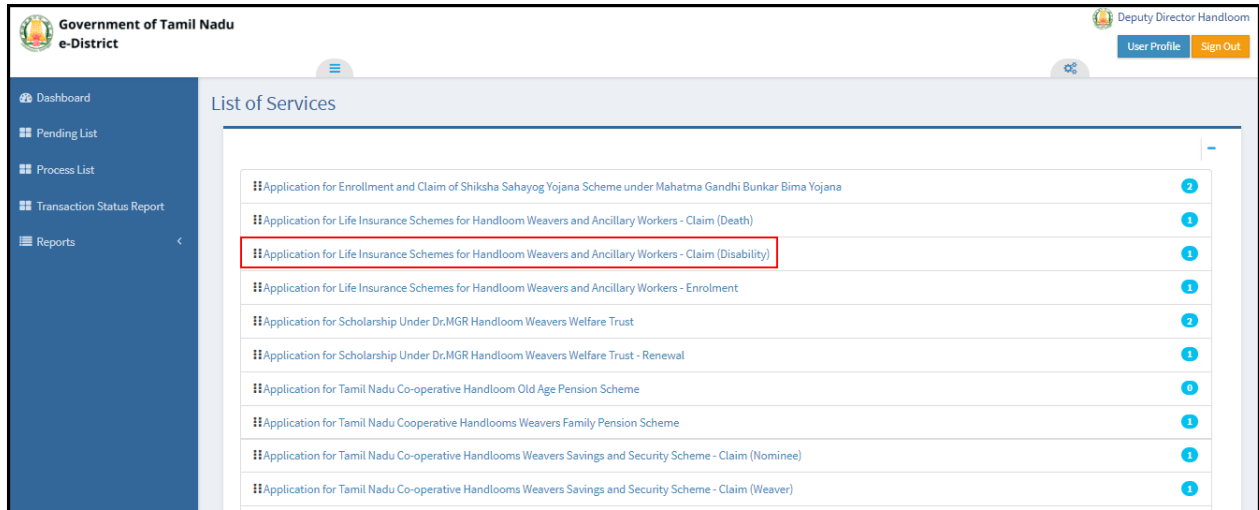


Image 15

STEP 5: Click on the service as shown in the above image.

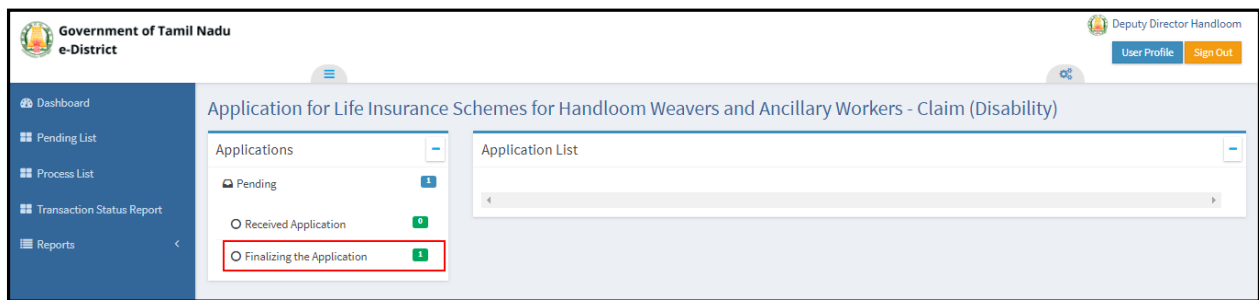


Image 16

STEP 6: Click on **Finalizing Application**.

Below screen will be displayed.

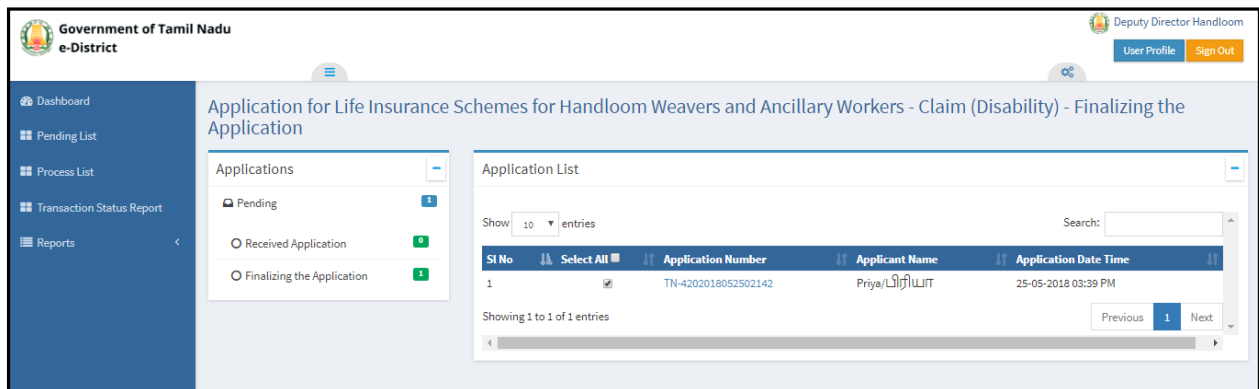


Image 17

STEP 7: Select the application to be processed and click on the **Application Number** as shown in the image above.

e-form will be displayed.

Image 18

STEP 8: Fill all the mandatory fields; Upload supporting documents; Choose the Action **Forward** and click **Submit**.

On successful submission below page will be displayed.

Image 19

5.4 Directorate Login (Level 4)

STEP 1 - STEP 3 are same for all the official logins.

User will be redirected to the e-District Dashboard as shown below.

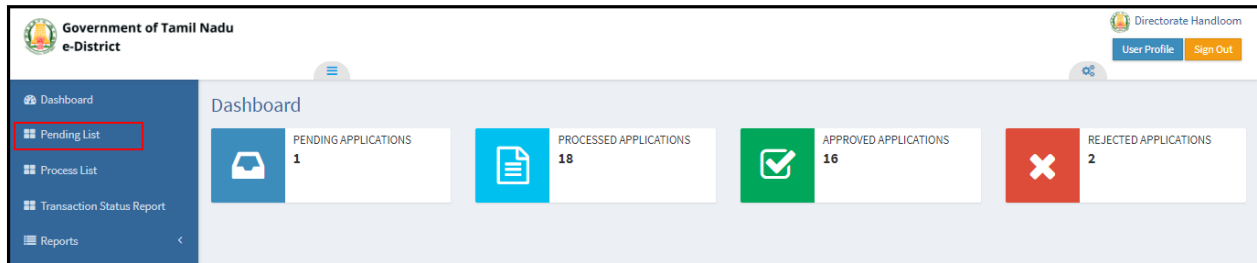


Image 20

STEP 4: Click on **Pending List** on the left panel as shown in the image above.

Below screen will be displayed

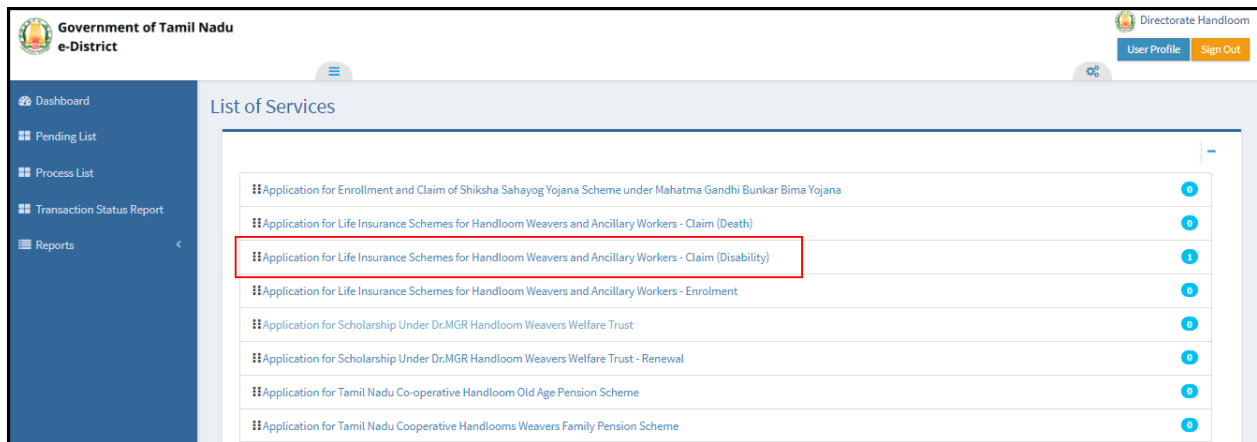


Image 21

Screen shows the list of pending applications.

STEP 5: Click on the application to be processed. In this case, click on “**Application for Life Insurance Schemes for Handloom Weavers and Ancillary Workers – (Disability Claim)**” link.

Below screen will be displayed.

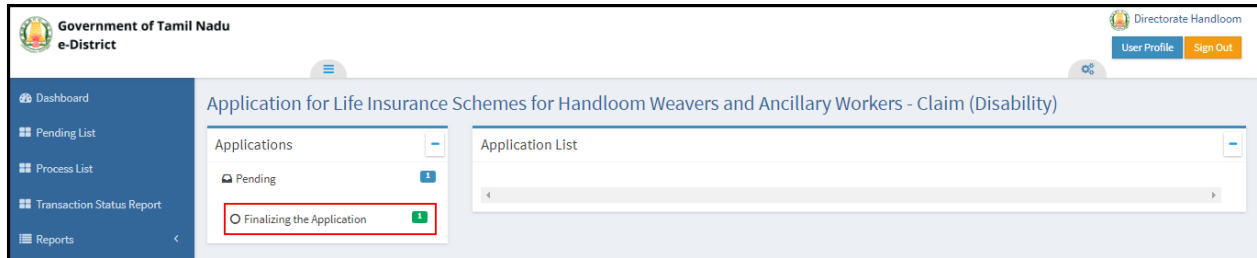


Image 22

STEP 6: Click on **Finalising the Application.**

Below screen will be displayed.

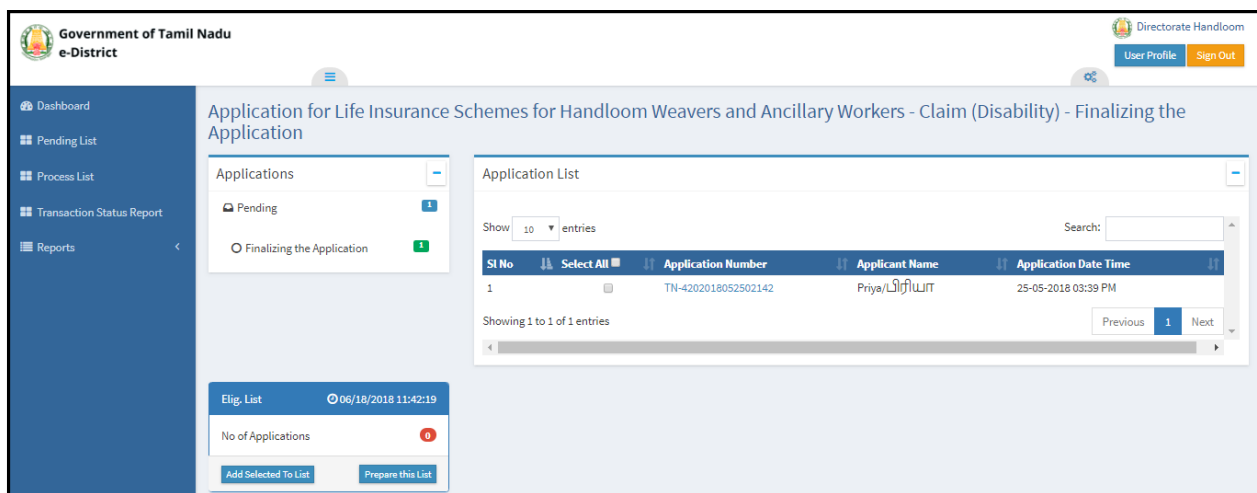


Image 23

STEP 7: Select the application to be processed.

Below e-form will be displayed.

Transaction Details	Documents
Transaction No : TN-4202018052502142	Supporting Documents
Date Of Submission : 25-05-18 03:39 PM	Active member in the society Proof
Applicant Name : Priya/பிரியா	Application Form
Mobile Number : 9894584248	Resolution Proceedings
Your Action	Action History
*Action Approve	Finalizing the Application Jun 19 2018 5:20PM
Please Select Your language: TAMIL <input type="radio"/> ENGLISH <input checked="" type="radio"/>	ok
*Comment (Max. Chars Allowed 1000) ok	Action :Forward By : Deputy Director Handloom(Deputy Director Assistant Director)
Document Title	Verify Details Jun 19 2018 5:18PM
Supporting Document Choose file Upload	ok
Back To List	Action :Forward By : HTMD Handloom(Managing Director)
Submit	

Image 24

STEP 8: Fill all the mandatory fields; Upload supporting documents; Choose the Action **Forward** and click **Submit**.

On successful submission below page will be displayed.

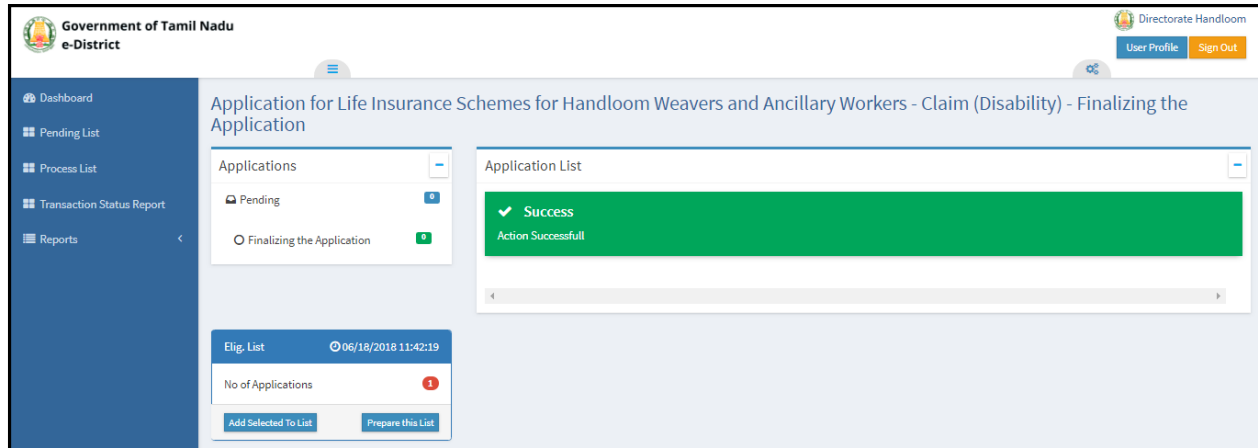


Image 25

The Count for No. of Application gets incremented on successful submission as seen in the above image.



Note – Official can also select multiple applications for approval by clicking on the **Add Selected to List**.

STEP 9: Once the application gets incremented as shown in above image, click on **‘Prepare this List’** to generate the list beneficiaries that should be made available in the Reports Section

Below success message will be displayed.

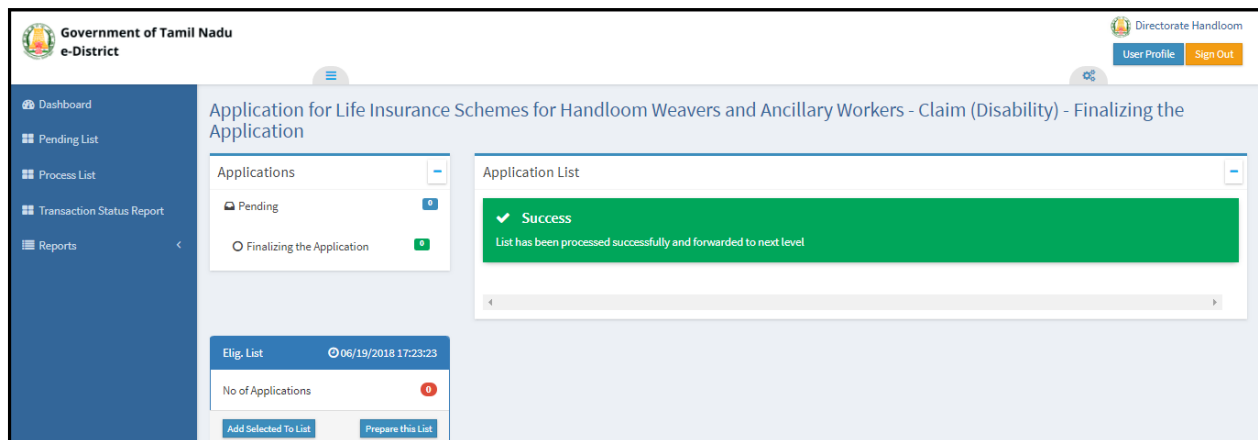


Image 26

Officials can view the generated reports for Eligibility/ Sanctioned list under Reports in the left panel.

5.5 Reports

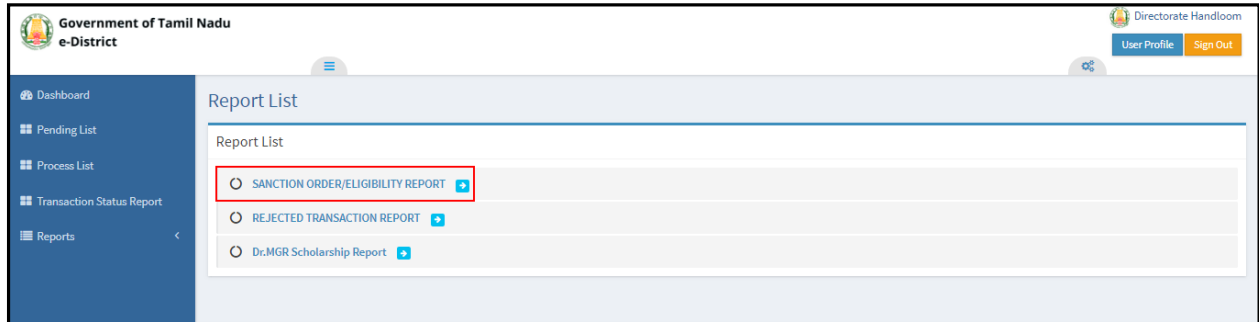


Image 27

Step 1: Click on required report. In this case **Sanction Order/Eligibility Report**
Below screen will be displayed.

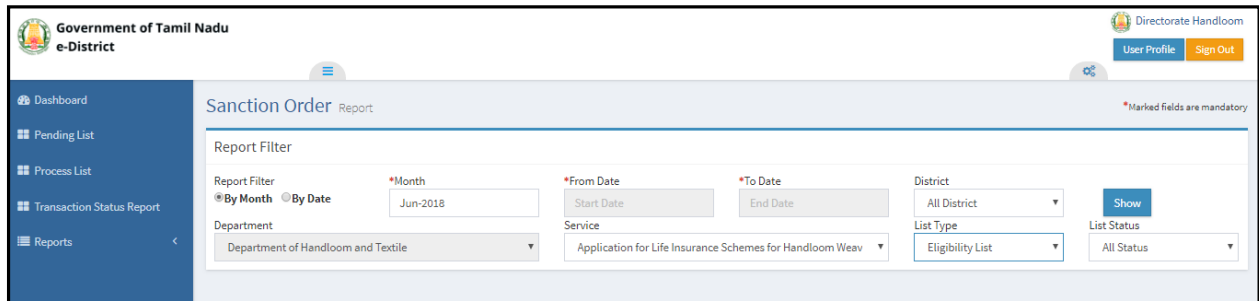


Image 28

STEP 2: Select by month or date; choose the appropriate options from dropdown for **Service, List Type** and **List Status** as shown above and click **Show**.

Below image shows the report of the Eligibility list.

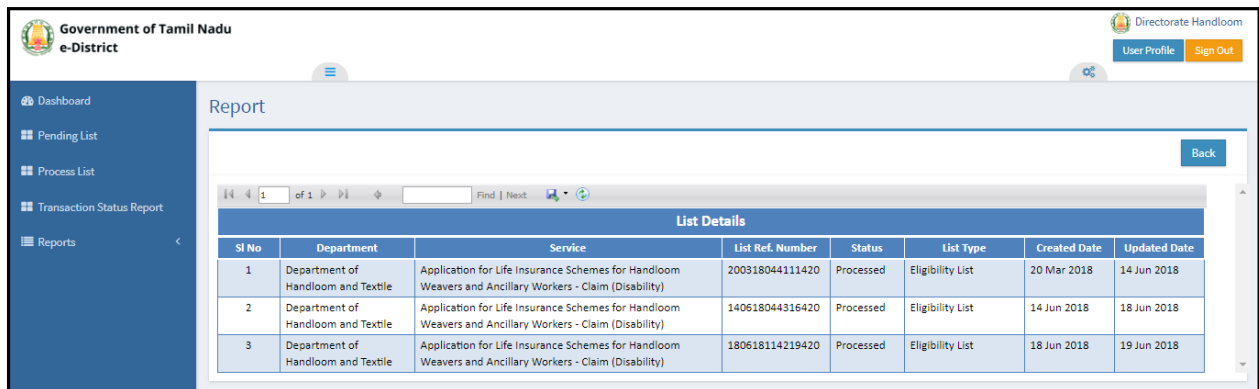
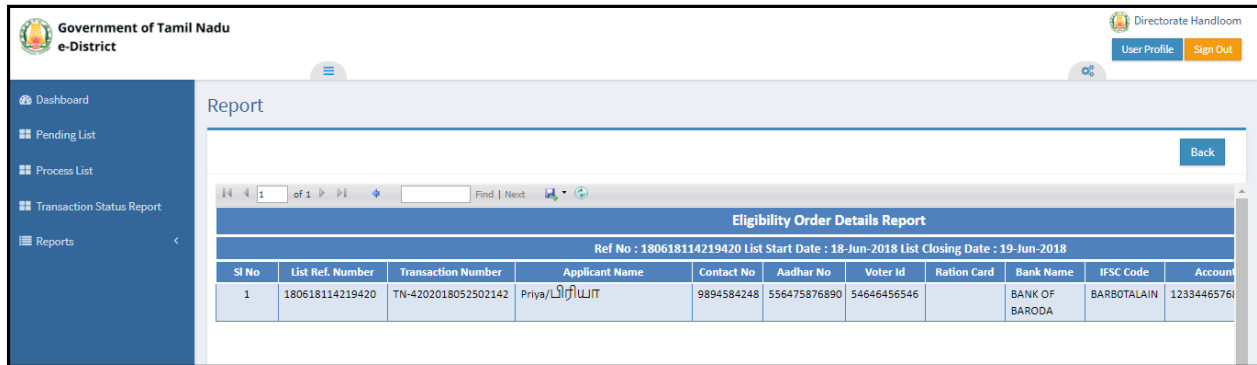


Image 29

To view the **Eligibility Order** report, click on that particular **Ref Number**.

Below screen will be displayed.



Government of Tamil Nadu e-District

Directorate Handloom

User Profile Sign Out

Dashboard

Pending List

Process List

Transaction Status Report

Reports

Report

Back

Eligibility Order Details Report

Ref No : 180618114219420 List Start Date : 18-Jun-2018 List Closing Date : 19-Jun-2018

Sl No	List Ref. Number	Transaction Number	Applicant Name	Contact No	Aadhar No	Voter Id	Ration Card	Bank Name	IFSC Code	Account
1	180618114219420	TN-4202018052502142	Priya (பிரியா)	9894584248	556475876890	54646456546		BANK OF BARODA	BARBOTALAIN	1233446576

Image 30



Note– Official can also export the particular list or report in these available format as XML, CSV, PDF, MHTML, Excel, TIFF File and Word

6 Disclaimer

This User manual is prepared as per the existing application; however actual screen shots may vary for few cases.